

PROCEDURE REFERENCE : FmHA Instruction 1944-E.

PURPOSE : Notification that FmHA is making the final inspection on project.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

Date _____

(Name of borrower)

(Address of borrower)

Dear _____:

We are scheduling a final inspection of your housing project at (time), on (date). Please have the following items available for distribution at that time.

- o Certificate of substantial completion prepared by your architect.
- o Punch list prepared by your architect of development items yet to be completed by the contractor.
- o List provided by your contractor of all appliances installed in this project showing manufacturer, model, year, and serial number along with the Builders Warranty.
- o The following forms must be completed and available for delivery to the FmHA official present:
 - Signed Contractor's Affidavit of Payment of Debts and Claims.
 - Signed Contractor's Affidavit of Release of Liens.
 - Signed Consent of Surety Company to Final Payment.
 - Final Change Order.
 - Final draw payment.
 - Final Inspection Report completed by your architect.
- o HUD 52533, Inspecting Architect's Certification (Section 8 only).

Your cooperation is appreciated. If you have any questions concerning this information, please do not hesitate to contact our office.

Sincerely,

(FmHA official's signature and title)

ENCLOSURE: